

Receptionist

Principle Function:

Receive all telephone calls, visitors, mail and deliveries to the church office.

Regular Duties:

1. Answer and direct all phone calls and messages.
2. Receive all visitors to the church office.
3. Maintain the church calendar of activities, events and programs. Keep calendar of appointments.
4. Prepare mail for mailing, deliver or arrange for delivery of outgoing mail; receive, sort, classify and deliver all incoming mail.
5. Provide telephone or e-mail notification of meetings, conferences, and so forth as directed.
6. Conduct all business in a Christian manner, exhibiting an excellent first impression to members and visitors alike when answering the telephone and receiving visitors.
7. Perform other clerical duties as assigned by supervisor (Church Administrator or Church Secretary).